

The Civil Service Examiner

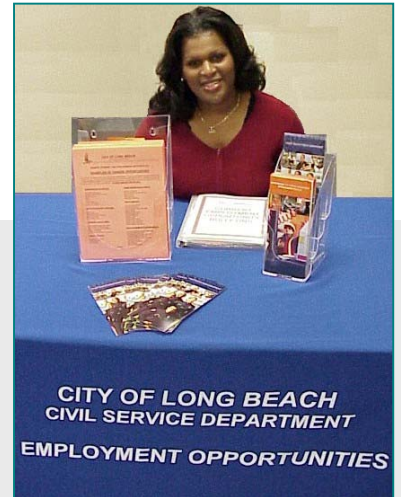
Civil Service OPEN HOUSE March 7 and 8, 2006



Practice Tests and Training



Career Counseling



Information Fair

When the Civil Service Department opens its doors for business, usually it's to give a test, but on March 7th and 8th, 2006, our department will do something it has never done – hold its first Open House! So, what should you expect at Open House 2006?

On each day, department staff will be presenting an information fair with tables displaying services provided by the Civil Service and Human Resources departments.

In the 7th floor training room, staff will also be providing continuous mini-workshops throughout the day on topics suited especially for City employees and supervisors. The lineup of workshops to be presented include "Civil Service 101", "What is Classified Service?", "Career Opportunities with the City", "Interviewing Skills", "Examination Preparation" and "Demystifying Performance Evaluations". Each of the workshops will last approximately 30 minutes and each will be repeated over the two-day Open House.

In an effort to give employees an idea about the testing and the career counseling we provide, we will also be giving attendees an opportunity to take the computerized typing test that we utilize for several examinations, such as, Clerk Typist and Communications Dispatcher; and to have their resume evaluated by our Recruitment Division staff, who can provide information on what career opportunities are available in the City.

As part of the Open House activities, the Civil Service Commission will hold its regular meeting on March 8th in the City Council Chambers.

We invite everyone from the City family to come and meet our staff and get acquainted with what we do. Remember, that on-duty attendance requires your supervisor's approval. We'll see you on the 7th on the 7th!

Want more info about our Open House?
Go to: <http://www.longbeach.gov/civilservice>
or on the Intranet
http://clbnet/cs/open_house.asp

Is this your first time reading The Civil Service Examiner?

The Civil Service Department takes great pride in our newsletter, **The Civil Service Examiner**, because it gives us an opportunity to inform – both City employees and citizens of Long Beach – about our services and about topics of interest to our customers. From introducing new technology and training classes, to answering questions about layoffs, our pledge is to give as much helpful information as possible.

We publish the Examiner every quarter and on special occasions like this one. We do distribute a number of copies of the newsletter to each department. (If you receive a hard copy, when you are done reading, please pass it on to other employees!) But to keep our costs down, our primary means of distribution is by the Civil Service Internet and Intranet pages. You can always find an electronic copy of our latest newsletter at:

<http://www.longbeach.gov/civilservice>

Thanks for reading, and we hope you enjoy future editions of our newsletter!

"How can I find out about Job Opportunities with the City?"

Check your bulletin board for Job Opportunity Bulletins

All City departments receive Civil Service **Job Opportunity Bulletins** for classified exams that are currently open. Check the bulletin board at your work location regularly to be informed of filing dates for open examinations. Job Opportunity Bulletins are also posted in the lobby at City Hall and on the 7th floor in the Civil Service Department. When you visit our department, our public counter staff can also assist you in searching for job opportunities.



Call the Job Information Line

Information regarding classified job opportunities may also be obtained by calling the **Job Information Line** at **(562) 570-6201**. Recorded information regarding classified job opportunities is available 24-hours a day, seven days a week. The job recruitment line is updated every Friday afternoon.

Fill Out a Job Interest Form

NEW! Job Interest Forms allow potential applicants to submit to the Civil Service Department a list of jobs they are interested in, so they can be contacted when classified examinations open for filing. To complete a Job Interest Form visit the Civil Service department. If you would like one completed on your behalf you may call the Civil Service Department at (562) 570-6202 or you may submit a resume to the Recruitment Division to have your resume evaluated and/or indicate which positions you are interested in being notified about. The Job Opportunity Bulletin will be mailed to you by the Civil Service Department when the position opens for filing.



City of Long Beach Civil Service Department
333 W. Ocean Boulevard, 7th Floor
Long Beach, CA 90802
(562) 570-6202

24-HOUR JOB INFORMATION LINE:
(562) 570-6201

Visit our sites on the Internet or Intranet



Current job opportunities are also available on the City Intranet by going to the Civil Service Department page and/or on the Internet at www.longbeach.gov/civilservice. In addition to information regarding classified job opportunities, there is also a link to the Human Resource web page with information regarding unclassified and transfer opportunities. Intranet/Internet services are available 24-hours a day, seven days a week, and allow candidates with Internet access to apply on-line for classified job opportunities. Both the Intranet and Internet are updated every Friday.

Watch Long Beach Cable Channel 8



As a public service to Long Beach residents that subscribe to cable television, access to **Channel 8**, the City's government access cable channel is provided free of charge 24 hours a day, 7 days a week. This channel provides a wealth of information regarding Long Beach, including current job opportunities.

Upcoming Civil Service Exams

Look for the following examinations to be open for applications soon:

- Accountant
- Ambulance Operator
- Animal Health Technician
- Assistant Administrative Analyst
- Assistant Traffic Signal Technician
- Building Maintenance Engineer
- Civil Engineering Assistant
- Customer Service Representative
- Event Coordinator
- Fingerprint Classifier
- General Maintenance Assistant
- Identification Technician
- Neighborhood Services Specialist
- Park Maintenance Supervisor
- Park Naturalist
- Payroll Personnel Assistant
- Police Recruit (March 10, 2006)
- Police Services Assistant
- Senior Mechanical Inspector
- Senior Records Clerk (Promo)
- Senior Survey Technician
- Survey Technician

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